



Fire Protection Engineer City of Saint Paul Department of Safety and Inspections Position Profile

The City of Saint Paul is looking to hire a Fire Protection Engineer to perform highly-skilled professional and technical work in the review and approval of building construction plans for fire alarm and fire sprinkler systems, fire separation and fire detection, smoke evacuation systems, and other fire safety features at the Department of Safety and Inspections (DSI).

The Department of Safety and Inspections in the City of Saint Paul plays a vital role in preserving and improving the quality of life by protecting and promoting public health and safety for all Saint Paul residents. DSI is a proactive, multi-disciplinary safety and inspections organization that builds and maintains a livable community through strong leadership, creative partnerships, teamwork, and effective regulatory strategies. DSI is responsible for a variety of enforcement programs as stipulated by City ordinances, State and Federal regulations.

The Fire Protection Engineer reports directly to the DSI Fire Safety Manager. The position also closely works with fire protective systems inspectors, the building official, and building plan reviewers.

Recent projects utilizing this position:

- Minnesota State Capitol renovation
- Conversion of 16 story historic building from office to apartments
- Atrium smoke control review for Minnesota Children's Museum
- 15,000 seat outdoor ballpark
- Reuse of 2,500 seat theater

The successful candidate will possess:

An understanding of and ability to work in a large, complex, regulatory organization:

- An understanding of best practices, theories, principles, terminology, techniques, and procedures related to fire protection engineering. Demonstrates an ability to apply this understanding to implement decisions and solve complex problems
- Demonstrates an ability to apply education and experience in solving the complex problems affecting the division
- Demonstrates an understanding of the principles of Performance-Based Design (PBD) and related inspection methods, hydraulics, hazardous materials and processes
- Demonstrates analytical skills required to conduct research, compile and evaluate data, prepare reports, and solve problems related to the data. Demonstrates an ability to manage successful implementation strategies and work collaboratively with others.



An ability to lead safety and inspections operations:

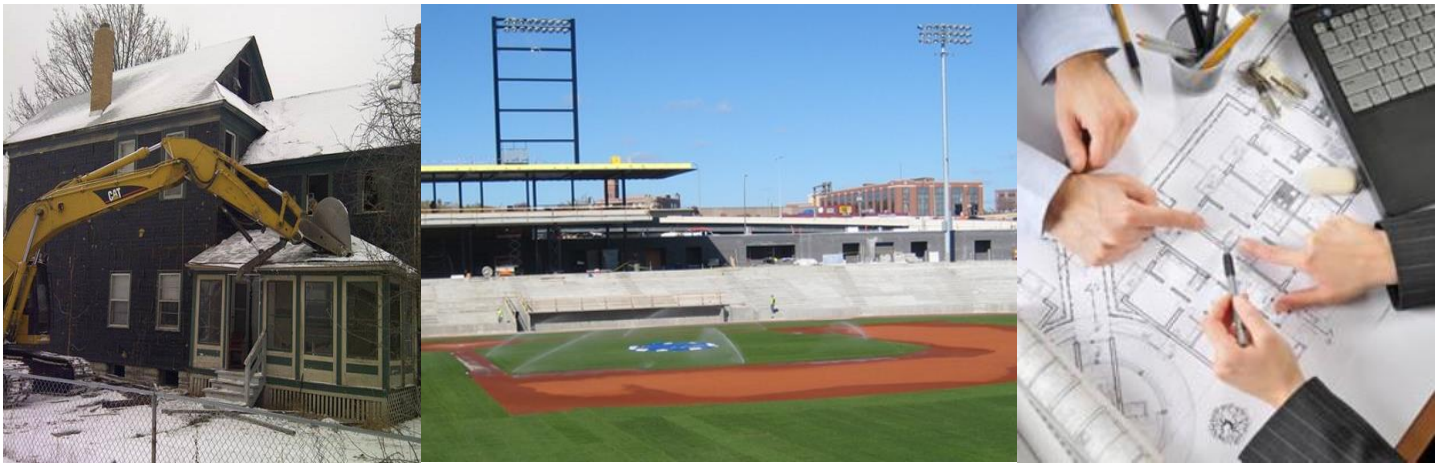
- Demonstrates a commitment to a human-enriching vision that allows others to perform, develop, and be effective. Demonstrates the ability to facilitate the group problem-solving process, recognize positive results, manage conflict, and negotiate satisfactory outcomes
- Demonstrates an ability to transfer knowledge to others, positively influence others, and provide for and encourage the creation of a positive work environment.

Experience in administration functions:

- Demonstrates an ability to lead by example, displaying honest, truthful and ethical behavior in all interactions, ensuring that actions and words are consistent, and following through on commitments
- Demonstrates highly- effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and moving issues forward within the work environment Exhibits leadership qualities of adaptability, dependability, and accountability. Provides effective work direction to staff and reinforces desired work behavior; encourages and influences flexibility, creativity, and a positive work environment
- An ability to provide training, coach, and mentor fellow employees.

Excellent writing, reporting and communication skills:

- An ability to effectively communicate whether listening, speaking, or writing, with individuals and groups from varied social and economic backgrounds, including owners, architects, engineers, supervisors and the general public. Demonstrates an ability to resolve differences among competing points of view and develop commitment to mutually acceptable goals
- An ability to produce timely, accurate, and easily understood reports and correspondence to ensure proper communication with the intended audience
- Demonstrates a respect for and commitment to identify and meet diverse customer needs and to continuously improve customer service
- Demonstrates an understanding of current Fire Protection computer software, and other work-related applications such as, AMANDA, word processing, spreadsheet, and database manager applications; demonstrates skill in operating a keyboard and mouse
- An ability to work across division/department lines and form partnerships that foster better citizen services, eliminate barriers to achieving results, build alliances with key decision makers, and take full advantage of available resources.



Education and Experience

1. A Bachelor's Degree in Fire Protection Engineering, Mechanical Engineering, or a related field with coursework in Fire Protection Engineering. No substitution for education.
2. Must be currently licensed and maintain licensure as a Professional Engineer (PE) in Fire Protection,

OR

Must possess or obtain and maintain certification as an Engineer in Training (EIT) issued by the Minnesota State Board of Architecture, Engineering and Land Surveying, or other recognized issuing authority by the end of one year or the probationary period. Failure to obtain and maintain the required EIT certification will result in termination of employment.

As a term of continuous employment, an employee hired without licensure as a PE must obtain and maintain licensure as a PE in Fire Protection at the earliest eligibility, but no later than the end of six years of employment. Failure to obtain licensure as a PE in Fire Protection by the six year anniversary will result in termination of employment.

3. Must possess and maintain a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded.

Two years of experience in the review of fire protection system design and plans preferred.

Compensation and Benefits

This is a permanent full time position with benefits. The salary range is \$68,993-\$96,969 per year, starting salary is dependent on experience and qualifications. In addition, the salary is supplemented by the following benefits package:

- Vacation - Vacation time is accrued at a minimum of 17 days per year to start
- Other Leave - Employees receive 10 paid holidays and 12 sick leave days every year
- Deferred Compensation - City will match the employee contribution up to \$500 per year after one year of service
- Federal Student Loan Forgiveness Program-Qualifying Organization
- Medical Insurance - Medical coverage is fully paid for employee; significant contribution for family coverage
- Dental Insurance - Preventative dental coverage is provided. Optional dental is available at cost
- Short-Term Disability and Long-Term Disability are available at a cost
- Life Insurance - Saint Paul pays the premium cost for \$50,000 of life insurance
- Pension - City contribution to MN Public Employee Retirement Association
- Uniform allowance provided annually.